

**TITLE, SERIES, GRADE:** Principal Deputy for Enforcement Operations, ES-905  
**SALARY RANGE:** \$104,927 - \$145,600  
**PROMOTION POTENTIAL (IF ANY) TO:** None  
**VACANCY ANNOUNCEMENT NUMBER:** 04-SES-CRM-05  
**AREA OF CONSIDERATION:** All Sources  
**OPENING DATE:** October 4, 2004  
**CLOSING DATE:** November 5, 2004  
**DUTY LOCATION:** Criminal Division, Narcotic and Dangerous Drug Section, Washington, D.C.  
**NUMBER OF VACANCIES:** 1 Position

**DUTIES:** As Principal Deputy for Enforcement Operations for the Narcotic and Dangerous Drug Section, the incumbent's major duties and responsibilities will include: supervising and coordinating the most sensitive Department initiatives regarding investigation and prosecution of priority national and international drug trafficking groups; working closely with the Section Chief and other attorneys in the development of cases for prosecution and on policy matters; coordinating with senior Department officials, United States Attorneys Offices and other federal agencies devoted to narcotics enforcement and the development of cases against large-scale narcotic traffickers.

The incumbent has both line and staff responsibilities for the litigation, special operations and wiretap team units and supports the law enforcement community involved in the counter-narcotic missions, including case coordination, intelligence sharing, resource assistance and expert advice. He/she will provide sound legal, strategic and policy guidance to client agencies to further multi-district cases of growing size and complexity.

In addition, the incumbent

- insures that Section attorneys are properly prepared and trained to litigate complex matters, both in terms of their substantive knowledge and strategic insights.
- insures that appropriate technology is utilized in complex investigations
- assists and advises United States Attorneys in the preparation of significant and complex narcotic prosecutions.
- serves as a representative on a wide range of department, interagency and other committees and task forces.

## **MANDATORY QUALIFICATIONS**

**A. Executive/Managerial Requirements** – For consideration, applicants for this position must demonstrate successful performance and creative leadership in prior managerial position(s). Applicants must provide a supplemental narrative that demonstrates possession of competencies in the following Executive Core Qualifications as established by the U.S. Office of Personnel Management (OPM):

- 1) Leading Change: The ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
- 2) Leading People: The ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

- 3) Results Driven: Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
- 4) Business Acumen: The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
- 5) Building Coalitions/Communication: The ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

**B. Professional/Technical Requirements:** In addition to the Executive/Managerial requirements, applicants for this position must also provide a separate narrative that demonstrates strong professional/technical skills as listed below:

- 1) Ability to formulate and implement Departmental policies on all matters pertaining to assigned areas;
- 2) Thorough knowledge of Federal regulatory and investigatory agencies; on-going programs and key national goals and priorities relating to domestic and international narcotics law enforcement programs and policies;
- 3) Significant experience in supervising the development and prosecution of Federal criminal cases and reviewing the work product of attorneys;
- 4) Ability to establish and maintain harmonious relationships with the public, members of Congress, and Federal officials involved in narcotic and dangerous drug cases and related matters;
- 5) Extensive familiarity with CIPA and intelligence community issues.
- 6) Law degree and Bar membership is required.

**DESIRABLE QUALIFICATIONS:** A current or former federal prosecutor with at least seven to ten years experience.

**EVALUATION METHODS:** Candidates will be evaluated on the qualifications identified above based on their total background, i.e., education, training, self-development, awards, outside activities, performance appraisal, as well as work history.

**ADDITIONAL INFORMATION:** The managerial qualifications of a selectee who is not a current or former Senior Executive Service (SES) employee must be approved by the Office of Personnel Management (OPM) before appointment. In addition, an individual entering the SES career service for the first time is subject to a one-year probationary period.

## HOW TO APPLY:

- A. Applicants may choose one of three job application procedures. You may:
- 1) submit Optional Form (OF) 612, Optional Application for Federal Employment;
  - 2) a resume (please note that there are minimum requirements for resume content which are described in OPM Pamphlet OF-510, Applying for a Federal Job (copies of the OF-510 are available in most Federal agencies); or
  - 3) Standard Form 171, Application for Federal Employment.
- B. To receive full consideration, applicants must submit a separate supplementary statement addressing each of the Executive/Managerial and Professional/Technical Requirements listed above.
- C. In addition, if you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

**Preference is to receive an application via e-mail [CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV) or faxed to (202) 353-0775.**

Mailed applications should be sent to:

Department of Justice,  
Criminal Division,  
Human Resources Management Staff,  
1400 New York Avenue, NW, Suite 5000,  
Washington, DC 20530.  
Attn: Joel Mekler

For additional information or copies of forms, please call (202) 514-2811. Applications must be postmarked by the closing date to receive consideration. Applicants must meet qualification requirements by the closing date of the announcement.

NOTE: If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its

affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

**CONTACT:** Joel Mekler

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